

**UNITED STATES DISTRICT COURT
DISTRICT OF IDAHO**



NOTICE OF VACANCY

*The United States District Court for the District of Idaho is accepting applications for the position of **Full Time Court Reporter** serving Chief U.S. District Judge B. Lynn Winmill. There are four offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, and Pocatello. Assignment of the position is in the Boise office headquarters.*

Announcement Number:	08-07
Position Title:	Real Time Court Reporter for Chief U.S. District Judge
Location:	Boise, Idaho with frequent travel
Closing Date:	Open until filled
Salary Range:	2008 Pay Rates Per Annum
Level 1	\$69,654, plus transcripts
Level 2	\$73,137, plus transcripts
Level 3	\$76,619, plus transcripts
Level 4	\$80,102, plus transcripts
Level 5	\$83,586, plus transcripts

POSITION OVERVIEW:

The Official Court Reporter will be assigned to the Honorable B. Lynn Winmill, and will be located in the Boise, Idaho office with travel to Pocatello and Coeur d'Alene. The incumbent is required to be real-time proficient and to utilize Computer Aided Transcription (C.A.T.); real-time certification is preferred.

Responsibilities include attending and recording verbatim all proceedings as directed by a judge or court or requested by any party who has agreed to pay the fees established by the Judicial Council; reading back all or any portion of the court records; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court original records and a copy of transcripts prepared; and covering other courts as needed, and all other duties as assigned. **The incumbent is responsible for providing and maintaining his or her own computer equipment, telephone, and software.**

MINIMUM QUALIFICATIONS:

(LEVEL 1): To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and must possess a minimum of 4 years prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying exam.

For pay levels above Level 1, the candidate must meet the qualifications in Level 1 and the following:

LEVEL 2: Must either (1) possess a Registered Merit Reporter Certificate from the NCRA, NVRA, or passed an equivalent exam; or (2) have satisfactorily completed ten years of full-time service as a court reporter for a U.S. District Court. Time spent serving in a federal court as contract or per diem reporter may be credited toward this requirement.

LEVEL 3: Must either (1) possess a Registered Merit Reporter Certificate and have ten years of full-time court reporting experience as a court reporter for a U.S. District Court; or (2) **have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.**

LEVEL 4: Must either (1) possess a Registered Merit Reporter Certificate from the NCRA, NVRA, or passed an equivalent exam and have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam; or (2) have satisfactorily completed ten years of full-time service as a court reporter for a U.S. District Court and have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

LEVEL 5: Possess all the requirements in Levels 1- 4 above.

PERSONAL CHARACTERISTICS: The successful candidate should be a mature, responsible, and poised individual, who possesses tact, good judgment, initiative, and dynamic people skills.

DESIRED QUALIFICATIONS:

Successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam

BENEFITS:

A generous benefits package is available and includes the following:

- 13 days paid leave per year plus 10 paid holidays
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

APPLICATION PROCESS:

Qualified applicants should send a **letter of interest, current resume, references, certifications** and a **completed AO-78, Application for Federal Employment form*** to:

U.S. Courts, District of Idaho
Attn: Julie Glass, Human Resources
550 West Fort St.
Boise, ID 83724
Julie.Glass@id.uscourts.gov

NO FAXES PLEASE

*Application forms (AO-78) are available on our website in fillable format at **www.id.uscourts.gov**, or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.

**THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER**